

City of Suffolk HISTORIC LANDMARKS COMMISSION



October 13, 2022

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, October 12, 2022
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING



MINUTES
HISTORIC LANDMARKS COMMISSION
July 14, 2022
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, July 14, 2022, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
Susan Coley
Mary Austin Darden
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer
Vivian Turner

STAFF:

Keith Cannady, Senior Planner
Erin Dears, Planner I
Sean Dolan, Assistant City Attorney
Melvion Knight, Assistant Zoning Administrator
Susan Dillard, Property Maintenance Official
Marion Riddick, Planning Technician

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

ELECTION OF OFFICERS: A nomination, followed by a motion was made by Commissioner Draper to elect Kermit Hobbs as Chairman, and seconded by Commissioner Bailey. This motion was passed unanimously.

A nomination, followed by a motion was made by Commissioner King to elect Mary Austin Darden as Vice-Chairman. Commissioner Darden declined the motion. A nomination, followed by a motion was made by Commissioner King to elect George Bailey as Vice-Chairman, and seconded by Commissioner Draper. This motion was passed unanimously.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2022-00018, submitted by Gayon Burford-Williams, property owner, for exterior alterations at property located at 133 Clay Street. The property is further identified as Tax Map Number 34G18(A)*349, Suffolk Voting Borough, zoned CBD, Central Business District zoning district, and HC, Historic Conservation Overlay District.

The first item of business was introduced by the Chairman Hobbs and staff report was given by Erin Dears, Planner I.

The applicant is requesting a certificate of appropriateness for exterior alterations for property located at 133 Clay Street. The applicant proposes to install one 17.5" x 35.5" Anderson two-over- two double-hung window on the second story, in the primary bedroom's on-suite bathroom. As the applicant has stated, there is a buildup of moisture, mold, and mildew which the new window will alleviate. The installation of a two-over-two window is similar to the other windows along the façade and will not look out of character.

The applicant is also requesting to repaint the brick on the perimeter of their property as it is chipping. While the painting of unpainted brick in the historic district is not permitted, the brick was previously painted. The applicant has chosen Behr's Artic Gray, an opaque color that would more easily match the neighboring properties painted brick perimeter.

Based on the previous findings-of-fact, staff recommends **approval** of Certificate of Appropriateness, HLC2022-00018 with conditions.

The public hearing was opened. There were no other speakers who spoke in favor or opposition of the application.

The public hearing was closed, and the Commissioners briefly discuss the application.

The motion was made by Commissioner Bailey to accept staff's recommendation to approve the Certificate of Appropriateness, HLC2022-00018. The motion was seconded by Commissioner Turner. The motion passes with a vote of 8-0.

STAFF REPORTS:

Enforcement Update:

Susan Dillard, Property Maintenance Official, reported on the following properties:

- 342 N. Main St - several violations - court hearing on August 4, 2022
- 179 E. Washington St - court case continued until September 2022
- 363 E. Washington St - major structural deficiencies - condemned by the city - property owner intends to demolish the structure
- 223 Bank St – property still in violation – unable to serve the summons to the owner

- 219 Clay St - the sale is pending - expected to close at the end of July
- 181 N. Main St – vacant structure - court case continued until December 1, 2022
- 112 W. Washington St - vacant structure - owner given extension until September 15, 2022 to make repairs
- 140 W. Washington St - court case continued to August of 2022

Zoning Update:

Melvion Knight, Assistant Zoning Administrator, reported on the following properties:

- 302 Bank St - working without a zoning permit / COA – judgement issued - still in violation
- 118 W. Washington St - (Wall Street Café) - Live Entertainment without a Conditional Use Permit (CUP) moving forward to July's City Council Meeting for a determination
- 130 Commerce St - (High Tide) - Live Entertainment/Bar Night Club without a Conditional Use Permit (CUP) - violation closed - Conditional Use Permit was granted during June's City Council Meeting
- 156 W. Washington Street (Renee's Lounge) - Live Entertainment/Bar Night Club without a Conditional Use Permit (CUP) - violation closed - a Conditional Use Permit was granted at June's City Council Meeting

ANNOUNCEMENTS:

Keith Cannady, informed the Commissioners that we did not receive any applications for administrative review since the last meeting. Mr. Cannady also informed the Commissioners that since we did not receive any new applications that would require action of the Commission, we would recommend canceling the August meeting and would notify the Commissioners accordingly.

Mr. Cannady also gave the Commissioners an update concerning the draft of the revised Historic District Guidelines. Mr. Cannady informed the Commission that the staff are currently reviewing the draft and would like to come back to the Commission to give a summary presentation. A schedule will be sent to the Commissioners with the dates of the Historic District Guideline's approval process and adoption.

Mr. Cannady extended his appreciation for working with the Commission and asked that they reach out to him or Erin Dears, Planner, if they have any questions or feedback as they adjust to their new positions.

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



July 14, 2022

Motion: To accept staff's recommendation for the approval of the Certificate of Appropriateness for HLC2022-00018

1st: Bailey
2nd: Turner

Vote: 8-0

COMMISSIONERS	ATTENDANCE		HLC2022-00018	
	PRESENT	ABSENT	YES	NO
Bailey, George	X		X	
Bissell, William N.		X		
Coley, Susan	X		X	
Darden, Mary Austin, <i>Vice Chairman</i>	X		X	
Draper, Merritt	X		X	
Hobbs, Oliver, <i>Chairman</i>	X		X	
King, Edward L.	X		X	
Shaffer, Brian	X		X	
Turner, Vivian	X		X	



CITY OF SUFFOLK

442 W. WASHINGTON ST., P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

To: Historic Landmarks Commission

From: W. Keith Cannady, AICP, Comprehensive Planning Manager

Date: October 13, 2022

Subject: **Request for Certificate of Appropriateness HLC2022-00023**, submitted by Joyce Dunn, applicant and property owner, for exterior alterations at property located at 218 Pinner Street. The property is further identified as Zoning Map #34G19(A)*26, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

STAFF REPORT

Overview of the Subject Property and Surrounding Area

The subject property is located at 218 Pinner Street. This property is part of the Original Suffolk District (1987) of the Suffolk Historic Conservation Overlay District and is located in the Residential Medium Density (RM) zoning district. The district's predominately residential character includes Vernacular, Federal, Italianate, Victorian, Neoclassical and Bungalow-style buildings constructed in the late 19th and early 20th centuries.

According to the National Register of Historic Places Inventory Nomination Form, the building on the subject property was constructed circa 1895 and is a contributing structure for the original Suffolk Historic District. The home represents the Vernacular style of architecture. It is a two-story home of wood frame (weatherboard) construction with three bays and a central front gable. The front gable has a stylized jigsaw attic vent. The home has a Vernacular style front porch with Italianate cornice brackets, chamfered supports and jigsaw balusters. The home has a hipped roof of standing seam metal.

Case History

HLC2018-00046 (December 2018) - A certificate of appropriateness was administratively approved on December 12, 2018, to enclose a portion of an existing carport.

Public Notice

This request has been duly advertised in accordance with the public notice requirements in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on October 7, 2022.

Proposed Actions

The applicant's request includes the following actions:

1. Replace standing seam metal roof with architectural shingles (IKO Cambridge Architectural Shingles – Dual Black).

Condition Statement

A condition statement was submitted for this request.

Surrounding Characteristics

A description of adjacent and nearby properties is provided below.

208 Pinner Street – This property includes a residential/commercial non-contributing structure built circa 1955 in the Contemporary (Colonial) style. Structure is of brick veneer and weatherboard construction. Site includes one smokehouse which is contributing and one noncontributing garage.

214 Pinner Street – This property is occupied by a contributing Colonial Revival style dwelling constructed circa 1925. The structure is brick (English Bond) with a front porch featuring Tuscan columns, pediment and built-in benches. The house has a gable roof clad in slate shingles.

216 Pinner Street – This property is occupied by a contributing Queen Anne style dwelling constructed circa 1890. The structure is woodframe (weatherboard) with a front porch with double Tuscan columns and turned balusters. The house has an asphalt-shingled cross gable roof.

217 Pinner Street – This property is occupied by a two-story contributing Vernacular style dwelling constructed circa 1930. The structure is brick veneer (Stretcher Bond) with a front porch with fluted Doric columns and full classical entablature. The house has an asphalt-shingled hipped roof.

220 Pinner Street – This property is occupied by a three-story contributing Vernacular (with Colonial Revival) style dwelling constructed circa 1925. The structure is woodframe (weatherboard) with a Colonial Revival front porch with square supports and classical entablature with dentils. The house has an asphalt-shingled gable roof.

221 Pinner Street – This property is occupied by a three-story, contributing Colonial Revival style dwelling/day school building constructed circa 1900. The structure is wood frame (weather board) with a Vernacular front porch with stylized classical columns and full entablature. The building has an asphalt-shingled hipped roof.

222 Pinner Street – This property is occupied by a two-story, contributing Vernacular style dwelling constructed circa 1890. The structure is woodframe (weatherboard) with a Vernacular front porch with columns with stylized Ionic capitals. The house has a cross gable with pedimented standing seam metal roof.

224 Pinner Street – This property is occupied by a two-story, contributing Vernacular style dwelling constructed circa 1895. The structure is wood frame with aluminum siding. The house has a dual-pitched hipped roof clad in asphalt shingles.

227 Pinner Street – This property is occupied by a two-story, contributing Tudor Revival style dwelling constructed circa 1930. The structure is brick (stucco) with a Tudor/Craftsman-style front porch with square supports and half timbering in pediment. The house has a parapeted gable and hipped roof clad in asphalt shingles.

Site Modifications

As noted above, the applicant is requesting to remove the existing standing seam metal roof and replace it with architectural shingles (IKO Cambridge Architectural Shingles – Dual Black).

Applicable Regulations

A. Unified Development Ordinance (UDO)

- Section 31-413(g)(7), Approval of Major Action by the HLC
 - (iv) Any change or alteration of the exterior architectural style of a designated landmark or contributing property, including removal or rebuilding of porches, dormers, cupolas, stairways, terraces and the like.
 - (v) Any alteration to exterior building materials or color of materials.

B. Suffolk Historic District Design Guidelines

1. Chapter 5, Residential Building Design Considerations, Section I, Roofs. The roof is one of the most important elements of a structure since it serves as its “cover” from the elements. As a consequence, roof maintenance is absolutely critical for ensuring the preservation of the rest of the structure.

- Section I.1. Roof designs vary considerably within the Historic Conservation Overlay District and are one of the key character-defining elements of the style of the house. The type of roof covering is also important in defining the character, formality, stature, and texture of the house and the street. Consequently, historic roofing materials should be preserved and maintained.
- Section I.2. Historic roof elements such as chimneys and roof ornamentation that contribute to the style and character of the building shall be retained.
- Section I.4. When replacing a roof, match original materials as closely as possible. Avoid, for example, replacing a standing seam roof with asphalt shingles, as this would dramatically alter the building's appearance.
- Section I.7. Traditional roofing material such as standing seam metal are preferred over asphalt shingles but are not required.
- Section I.8. When the original roofing material has already been replaced with asphalt shingles and re-roofing becomes necessary, then, at a minimum, the roof-in material shall be upgraded to an architectural-grade shingle.
- Section 1.9. A signed statement, with exhibits, from a licensed general contractor stating the condition of the existing roof, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

C. The Secretary of Interior's Standards for Rehabilitation

1. The Secretary of the Interior Standards, which are included in Appendix A of the Historic Guidelines, encourage the repair and preservation of existing historic materials and character defining elements. Where replacement is determined to be necessary, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. The design of replacement features shall also be substantiated by documentary, physical, or pictorial evidence. Exterior alterations shall not destroy historic materials that characterize a property.

Staff Analysis

The applicant is requesting to replace the standing seam metal roof with asphalt architectural shingles. A condition statement indicated that the roof is beyond repair, buckling, and allowing water infiltration into the framing with damage likely present in the sheathing, rafters, wall interiors, soffit and fascia, and wall framing and joints. While staff notes that the metal roof is in poor condition, the Historic District Design Guidelines and Secretary of Interior's Standards state that the replacement roofing material should match the old material in design, color, texture, and other visual qualities. While the color of the proposed architectural shingles (Dual Black) matches the color of the existing metal roof, the architectural shingles are a different material and texture than the existing standing seam metal roof. While the structure is located on an interior lot, a

significant portion of the roof is visible from the public right-of-way. Therefore, staff recommends an in-kind replacements of the roof in a similar material, color, and style wherever the roof is visible from the public right-of-way.

Summary and Recommendations

Based on the above findings-of-fact and the conditions outlined above, staff recommends **denial** of the request to replace the existing standing seam metal roof with architectural shingles wherever the roof is visible from the public right-of-way.

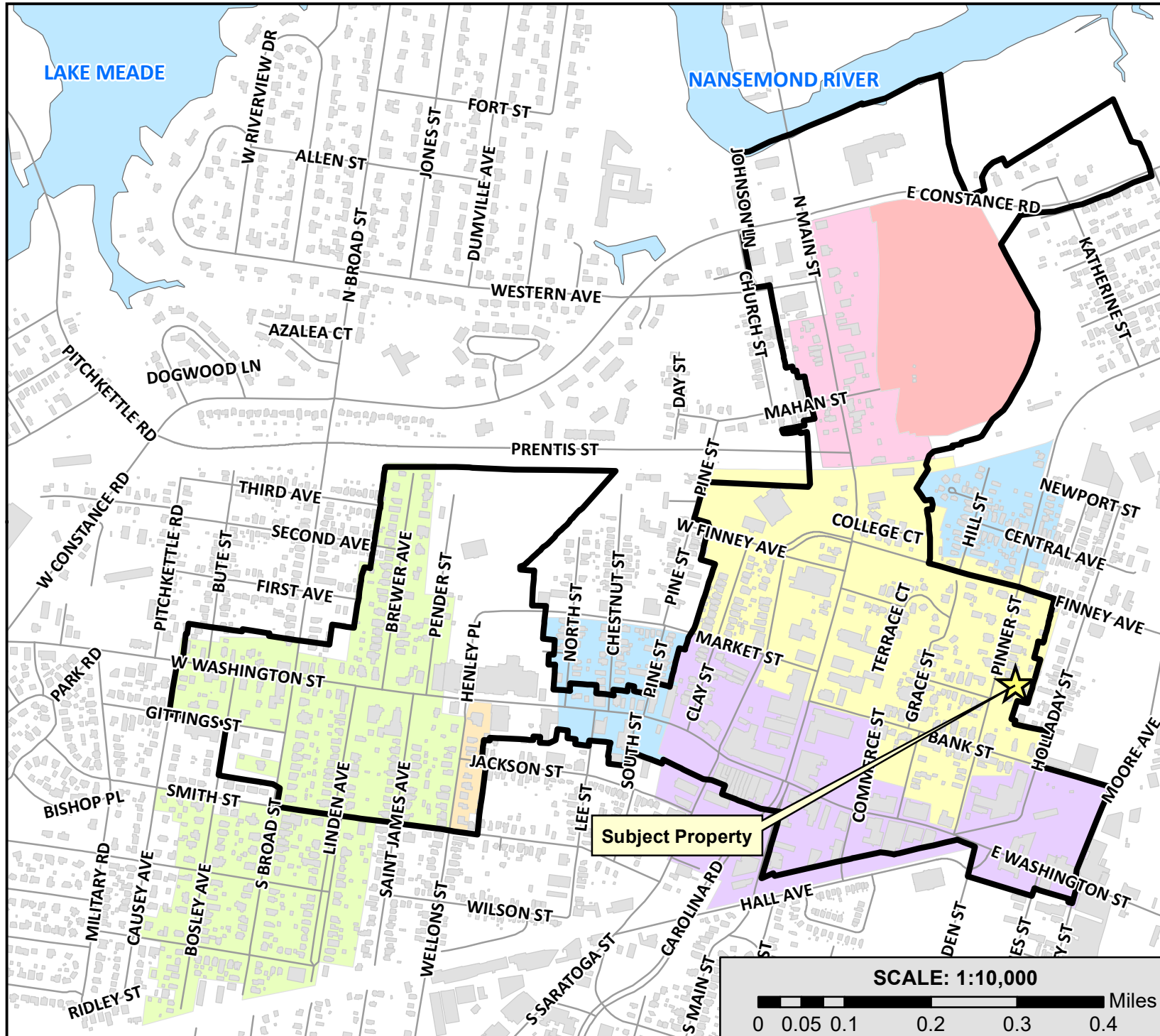
Staff recommends **approval** of the following actions in regard to HLC2022-00023:

1. Replace the existing standing seam metal roof with architectural shingles in locations where the roof is not visible from the public right-of-way. (Use architectural shingle per shingle specification in the COA application: IKO Cambridge Architectural Shingles – Dual Black.)
2. Any additional improvements shall require a separate Certificate of Appropriateness.
3. All required permits shall be obtained from the City of Suffolk prior to commencement of work.

Attachments

Maps
Application Photos
Condition Letter

Suffolk Historic Conservation Overlay District & National Register Historic Districts



Legend

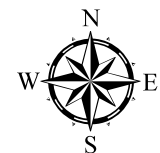
- BUILDING FOOTPRINTS
- SUFFOLK HISTORIC CONSERVATION OVERLAY DISTRICT
- NATIONAL REGISTER OF HISTORIC DISTRICTS DISTRICT
- ORIGINAL SUFFOLK DISTRICT (1987)
- NORTH MAIN STREET DISTRICT EXTENSION (1998)
- EAST WASHINGTON STREET DISTRICT (2002)
- WEST END DISTRICT (2004)
- WEST END DISTRICT EXPANSION (2004)
- SUFFOLK DISTRICT EXPANSION (2004)
- CEDAR HILL DISTRICT (2006)

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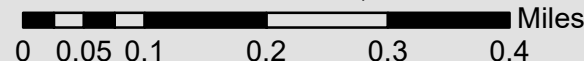
The City of Suffolk assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

Parcel and Zoning information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. User should refer to the instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial photography captured March 1999. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



SCALE: 1:10,000



City of Suffolk
Updated: 09/22/2022





ZONING/ LAND USE MAP

HLC2022-00023



Date: 9/13/2022

0 60 120 240 360 480 Feet

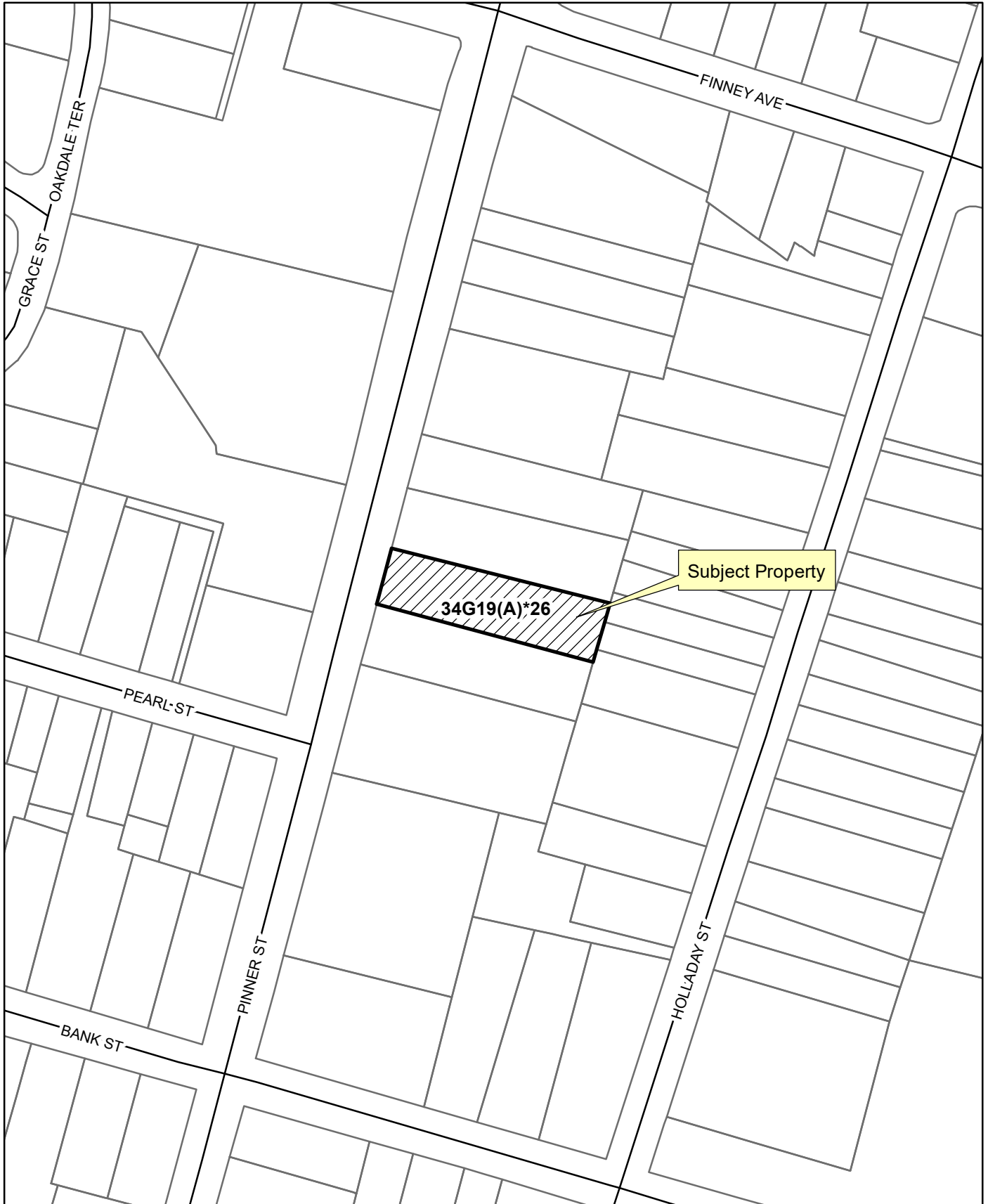
Image: Suffolk Pictometry 2021





PROPERTY MAP HLC2022-00023

EXHIBIT B



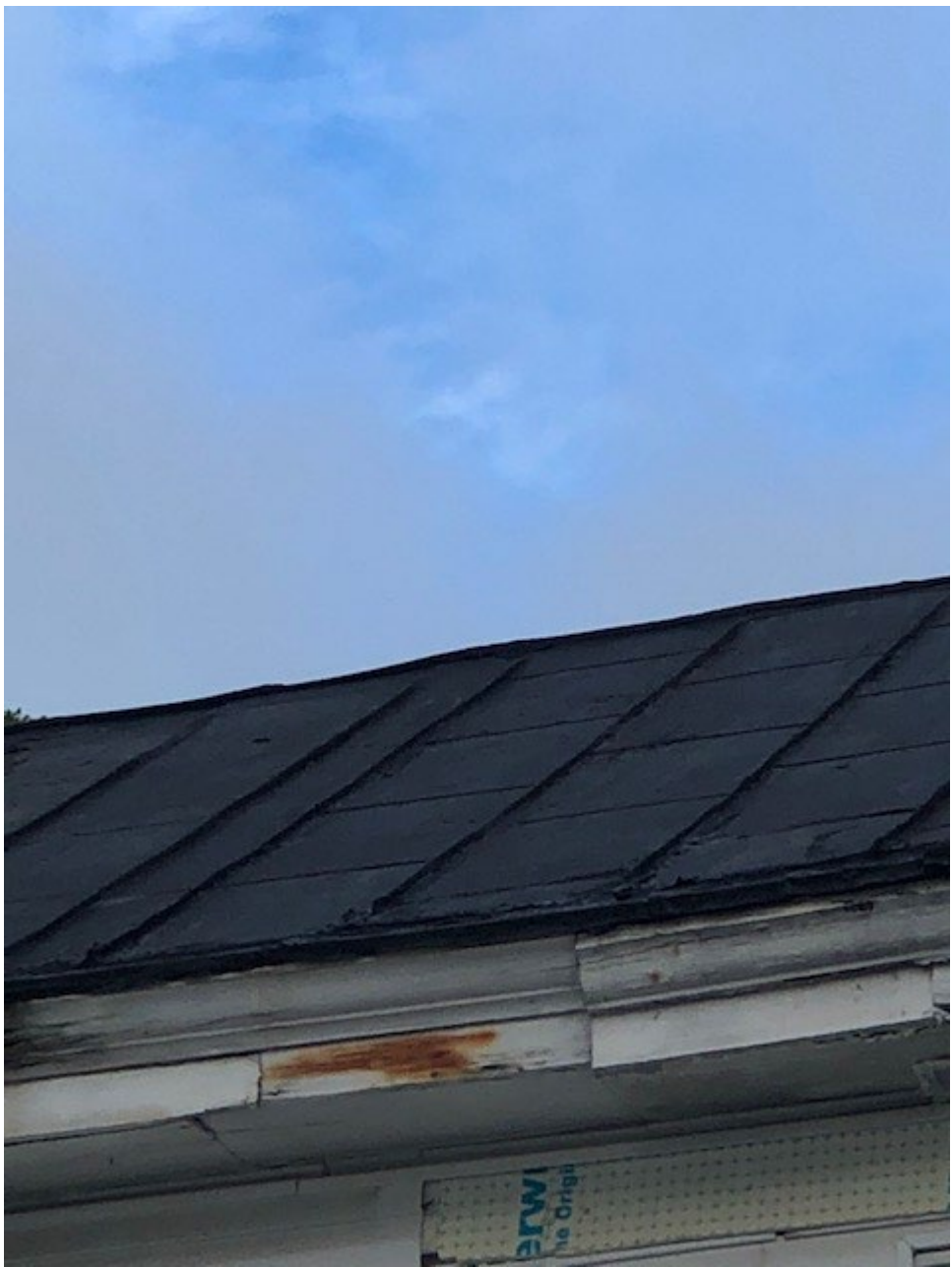
Date: 9/13/2022

0 60 120 240 360 480 Feet



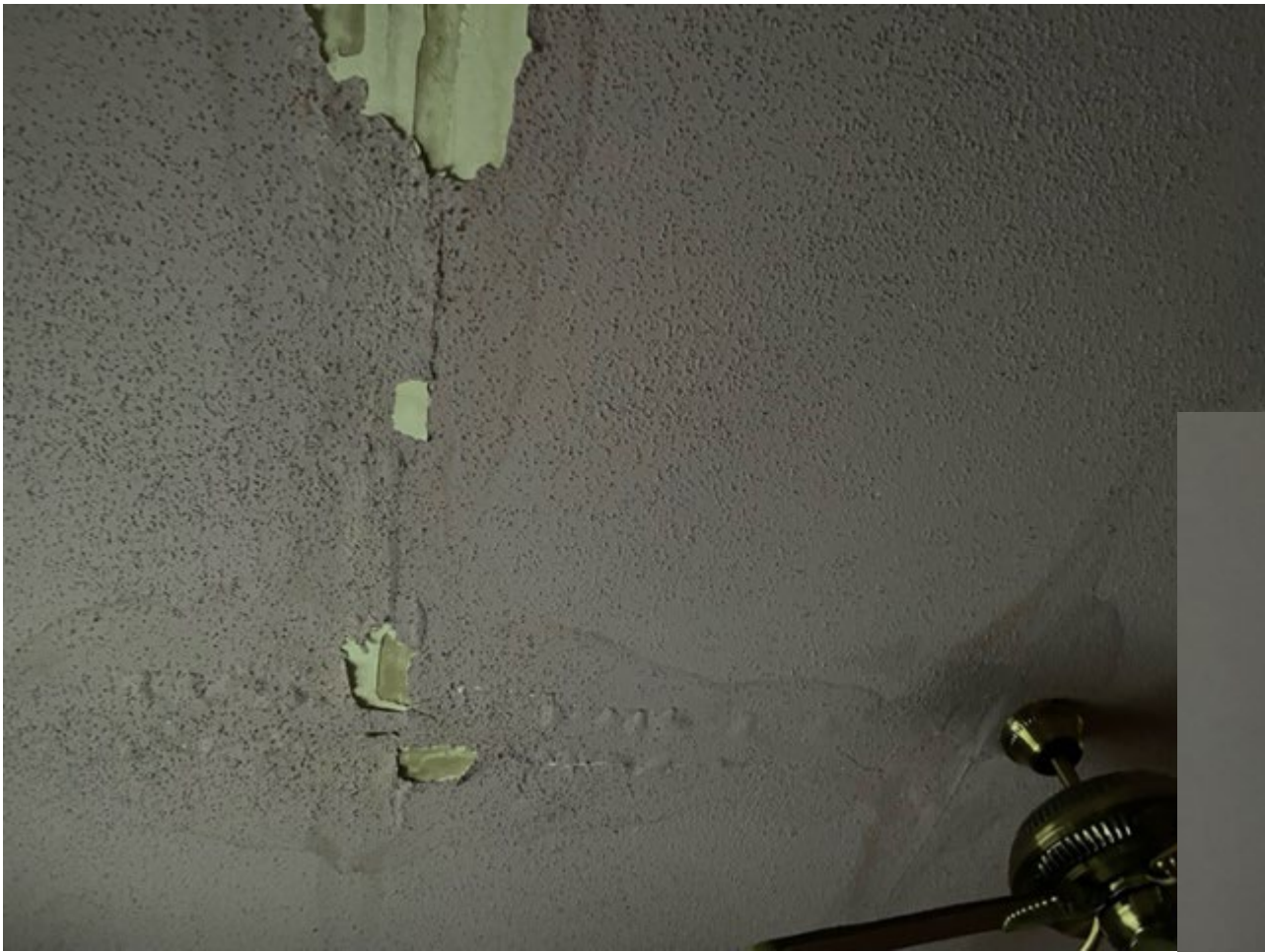
















BURROGE CONSTRUCTION, LLC
4328 ROSEMARY STREET
SUFFOLK, VIRGINIA 23434
(757) 291-5227

8/18/22

RE: 218 Pinner St.
Suffolk VA 23434

Ms. Harper

We have evaluated the tin roof located at 218 Pinner Street, Suffolk VA 23434. In our professional opinion this roof is beyond effective repair. The most cost effective replacement option would be to replace the tin roof with architectural shingles, vents and synthetic underlayment.

Respectfully,

Gerald L Rogers
Owner/President
Burroge Construction, LLC
757-291-5227

HLC PROPERTY MAINTENANCE CODE ENFORCEMENT UPDATE

OCTOBER 2022

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• PEELING PAINT• DETERIORATED ROOF• DETERIORATED PORCH• DETERIORATED EXT WALLS	COURT - CASE CONTINUED 10/6/2022 – FINE \$3000.00
179 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• DETERIORATED WINDOWS AND DOORS	COURT – CASE CONTINUED 12/1/2022
363 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• MAJOR STRUCTURAL DEFICIENCIES• UNSAFE STRUCTURE/CONDEMNED	STRUCTURE TO BE DEMOLISHED BY OWNER
223 BANK ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• WINDOWS DAMAGE• ROOF DAMAGE• DETERIORATED EXTERIOR WALL• INTERIOR SURFACE DAMAGE• DETERIORATED PORCH	PROPERTY STILL IN VIOLATION SUMMONS – NO SERVICE
219 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• ROOF DAMAGE• EXTERIOR WALL DAMAGE• BROKEN WINDOWS• INTERIOR DAMAGE	PROPERTY HAS BEEN SOLD NOTICE OF VIOLATION HAS BEEN ISSUED TO NEW OWNER
181 N MAIN ST (27 UNITS)	PROPERTY MAINTENANCE <ul style="list-style-type: none">• MISSING SMOKE DETECTORS• INTERIOR DOOR DAMAGE• BROKEN WINDOWS	VACANT STRUCTURE – COURT CASE CONTINUED – 12/1/2022
112 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• ELEVATORS IN DISREPAIR• INTERIOR WALL DAMAGE• BROKEN WINDOWS• FIRE CODE VIOLATIONS• ELECTRICAL VIOLATIONS	VACANT STRUCTURE – OWNER GIVEN EXTENSION TO REPAIR NO REPAIRS TO STRUCTURE PROPERTY FOR SALE
134 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• ROOF IN DISREPAIR• INTERIOR STRUCTURAL MEMEBERS• UNSAFE STRUCTURE	COURT 11/03/2022
140 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none">• SIDEWALK IN DISREPAIR	PROPERTY STILL IN VIOLATION SUMMONS – NO SERVICE

ADDRESS	CODE VIOLATION(S)	STATUS
374 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF IN DISREPAIR • INTERIOR STRUCTURAL MEMEBERS • UNSAFE STRUCTURE 	COURT 11/03/2022

Zoning
Case Activity Report
October 2022

<i>PROPERTY OWNER(S)</i>	<i>LOCATION</i>	<i>VIOLATION(S)</i>	<i>JUDGEMENT</i>	<i>INSPECTOR</i>
LAKEISHA BRADLEY	302 BANK ST	WORKING WITHOUT AN ZONING PERMIT / COA	Judgement issued in court for \$1000	KEVIN ALEXANDER

ADMINISTRATIVE APPROVAL

July 14, 2022 to October 4, 2022

FILE NUMBER	ADDRESS	CONDITIONS	APPROVAL DATE
HLC2022-00019	325 E Washington Street	Replacing flat membrane roof.	8/2/2022
HLC2022-00020	107 Linden Avenue	Window replacement.	8/5/2022
HLC2022-00021	107 Linden Avenue	Accessory structure.	8/18/2022
HLC2022-00022	124 Linden Avenue	Roof replacement.	9/1/2022
HLC2022-00025	633 N. Main Street	Signage and painting.	9/28/2022
HLC2022-00026	600 W. Washington Street	Signage.	9/30/2022
HLC2022-00027	204 Bank Street	Koi pond.	10/4/2022

